UNITED STATES BANKRUPTCY COURT
Office of the Clerk
District of Colorado
721 19th Street
Denver, Colorado 80202-2508

EMPLOYMENT OPPORTUNITY
Position Title: **DATABASE ADMINISTRATOR**

Announcement Number 03-3-BK

Opened March 30, 2003

Open Until Filled

Classification Level: 27 step 1 to 28 step 36

Salary Range: $38,944 - $63,740

*Starting salary will be commensurate with experience and qualifications.

POSITION OVERVIEW:

The United States Bankruptcy Court for the District of Colorado has an outstanding opportunity for a motivated individual with a strong Informix Database Administration/Programming background. The position of Database Administrator operates as a member of the Information Technology Department. The Information Systems Analyst provides a variety of technical support services for the IT Department and the court as a whole.

REPRESENTATIVE DUTIES:

*Primarily responsible for maintaining the Informix database and any related database administration while working closely with the Unix/IT Engineer.

*Responsible for maintaining, updating and creating new locally developed Informix databases.

*Works in partnership with the Unix/IT Engineer to manage the Case Management/Electronic Case Filing program.

*Ensures database replication is active and current.

*Responsible for updating and monitoring Apache Stronghold, Tripwire and Armor.

*Maintains currency of Case Management Version releases.

*Assists in administering the Case Management/Electronic Case Filing system to minimize interruption to the operational users and court customers.

*Assists in managing execution of implementation plans in the court unit for the CM/ECF systems. Adapts software and documentation; performs testing; establishes operation procedures.

*Provides back-up to the Unix/IT Engineer. Assists in solving computer problems.

*Predicts and pro-actively addresses potential case management systems failures.

*Monitors and maintains stored and archived data and images using network storage devices.

*Analyzes existing major national information systems, then designs, programs and develops enhancements to those systems for local use.

*Researches, learns and develops technical knowledge and proficiency on new projects, newly acquired or developed systems and unfamiliar tasks. Keeps abreast of new technologies and become proficient in their use, either by formal or self-training, as required. In addition, the incumbent keeps up with current technical news by following trade magazines, internet sites, etc. These technologies include software languages, techniques, database management languages, application program interfaces (APIs), Internet protocols, operating systems, etc.

*Proposes and advises on upgrades and new technology.

*Collaborates and consults with Systems Team members on their technical assignments and provides relief coverage in their absence.

*Other duties as assigned.

PREFERRED/REQUIRED QUALIFICATIONS: Expert knowledge in the following:
- Informix or Oracle Database Administration
- Linux/Unix(Solaris) Administration
- SQL,
- Perl,
- HTML,
- ASP Script,
- JavaScript,
- C/C++,
- CGI,
- Ethernet,
- MS Front Page or similar,
- PowerBuilder or similar tool,
- Netscape Navigator, Internet Explorer Browser
- Bachelor's Degree in Computer Science or related field,
- Excellent customer service skills,
- Excellent attention to detail.

DESIRABLE QUALIFICATIONS:
- Internet;
- Access;
- Network Hardware ;
- Novell;
- Technical writing abilities (for documentation);
- Knowledge of Excel or Quattro Pro or common spreadsheet programs.
- Demonstrated Web page creation ability;
- Ability to work well under pressure. Ability to use tact and diplomacy.
- Mature, responsible, reliable and organized;

-Excellent oral and written communication skills and professional demeanor;
-The ability to take initiative and work in a self-directed team environment;
-The initiative to stay current with regard to technical developments, techniques and user programs;
-Ability to communicate effectively, both orally and in written form;
-Ability to work on multiple tasks at one time;
-Ability to work extended hours when necessary.

REQUIREMENTS: To qualify for a position of Database Administrator one must be a high school graduate or equivalent and must have at least three years general experience and at least two of specialized experience:

GENERAL EXPERIENCE: Progressively responsible experience which provides evidence that the applicant has (1) a good understanding of the methods and administrative machinery for accomplishing the work of an organization; (2) the ability to analyze problems and assess the practical implications of alternate solutions; (3) the ability to communicate with others, both orally and in writing; and (4) the capacity to employ the knowledge, skills and abilities in the resolution of problems.

SPECIALIZED EXPERIENCE: Progressively responsible experience related to the technical aspects of data processing, office automation, and data communications and their applications, terminology and methodology, including the accomplishment of computer project assignments which involved systems analysis, design, programming, implementation integration, and management.

Apply by submitting cover letter, application and resume to fax (303) 844-0607 or mail to:

Human Resources Division
Announcement 03-03-BK
721 - 19th Street, Rm. 129
Denver, CO 80202
www.cob.uscourts.gov/hrhome.htm

Information for Applicants

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Bankruptcy Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected.

The selected applicant will be subject to a one-year introductory (probationary) period of "AT WILL" employment and will be subject to "AT WILL" employment thereafter. A knowledge/skills/abilities assessment will be required of applicants considered for interviews.

Employee Benefits

Full-time permanent employees of the United States Bankruptcy Court are not included in the government's Civil Service Classification program. They are, however, entitled to the same benefits as other Federal Government Employees. Some of these benefits are:

13 days of paid vacation per year for the first three years of employment, 20 days per year between the third and fifteenth years of employment, and a maximum of 26 days per year after 15 years of employment.

13 days of paid sick leave per year.

Ten paid holidays per year.

Time in service for employees of other Federal Agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Participation in the Civil Service Retirement Program and/or Federal Employees Retirement System, life insurance options, Thrift Savings Plan plus Social Security.

Participation in the Federal Health Insurance Program.

Participation in a Federal Employees Group Life Insurance Program.

Opportunity of Credit Union membership.

Equal opportunity employer.